

## Submitting Specialized Training on the Acadis Portal

Log in to the Portal - <https://acadis-portal.tn.gov/AcadisViewer/login.aspx>

Under the “Training & Events” tab at the top of the screen, choose “Submit Completed Training for Approval”.

**Course Title:** 2017 Name of Course (do not enter anything else on this line)

**Course Number:** Place POST approved course number here. You can find the number on the POST website: <http://tn.gov/commerce/topic/post-resources>

If there is no course number listed, the course has not been POST approved and the training will not be given POST credit.

If the training was done out of state, type “Out of State”.

Please do not submit training without either a POST approved course number or “Out of State” designation in this block.

**Description:** If any of the mandatory topics (not required) were included, enter them here and then any other information you want to enter about the course.

**Start Date:** Put the date the class starts here.

**End Date:** Put the date the class ends here.

**Training Category:** This MUST be filled in. Make sure that “All attendees will have the same training category” is selected. In the dropdown list, choose Specialized Training.

**Hours:** If all attendees had the same number of hours, put that number here. If they had different hours, select “Each attendee may have different number of hours”. You will be prompted to put the exact hours for each attendee on a different screen.

**Report Training To:** ALWAYS choose TLETA – Academy Licenses

**Event Comments:** Put the physical location of the training here. If you have additional information that would be beneficial, please enter that here as well.

**Type:** Please put the name of your department here, regardless of where the training took place. Do not use abbreviations.

**Instructor Name:** If there was more than one instructor, you can list the main instructor or a representative instructor with their email address and phone number.  
**Email**  
**Phone**

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Click the “Add Students” button.

You can enter the name (last name, first name) or PSID number in this field to find the attendee. If searching by name, you must type in the last name then put a comma (,) and a space, then start typing the first name (this must be the legal first name) in order for the names to start appearing. When the name you want appears, click on that name.

Continue adding names until your roster is complete. Do NOT submit one name at a time. When all names have been added, click the “Add to Roster” button.

When your roster is complete, click the “View Training Event” button.

Please review the course information and make any changes needed (using the “Edit” buttons).

**Adding a Document:** Click the “Add a Document” button.

You must fill in the document description. Be as descriptive as possible.

Click the “Browse” button and find the document on your computer. Double click your document. You can add as many documents as needed. Then click the “Save” button.

The only documents required for specialized training is the specialized training substitution form and the certificate. Do not attach the sign-in sheet.

**ORDER OF DOCUMENTS:** In alphabetical order, place the first officers specialized training substitution form and then the same officer’s certificate. Then under that have the next officer’s form and certificate, etc.

You can scan all documents into one PDF and attach that – there is no need to attach separate documents.

When you are certain everything is correct, click the “Submit for approval” button.

Once a training event is submitted for approval, editing is prohibited. Please ensure that all information is complete and accurate before clicking the “Submitting for Approval” button.

Once your training has been submitted, it will be either approved or rejected by POST. If rejected, you will receive an email stating the reason. You will then need to resubmit the training with the correction(s) made. If approved, it will list in the “View Submitted Training” section under the “Training & Events” tab.